

Logged In As: ERIC APPROVER50 Help for this screen



Logoff

Official Travel

Official Travel - Others

Traveler Set. Administrative

## Welcome ERIC APPROVER50

Organization: GTARCTTRAINING

Org Access:

Group Access: GTARCTTRAINI

Permission: 0,2

My Signed Documents

Document Name Current Status Departure Date Type

No documents found.

## Message Center

WELCOME TO GOVTRIP

You are now logged on as the approving official. To approve a document, the approving official will simply click the *Documents Awaiting Your Approval* link.



Documents in Routing

Complete Documents

## **Documents in Routing**

Following is a list of documents that for additional tasks.

This screen will have any document that is awaiting the approving official. (You will approve the Atlanta Auth now). Simply click Review.

Review	Sort by Type	Sort by Document	Sorted by Awaiting Status	Days Left	Sort by Dep Date	Sort by Traveler	Total Cost	Net to Trav	Adv Requested	Max Adv Allowed
review	AUTH	CTATLANTAGA091905_A01	APPROVED		09/19/05	TRAVELER50, CHRIS	\$1,307.22	\$1,307.22	\$0.00	\$0.00
> review	LVCH	CT120405_L01	APPROVED		04/12/05	TRAVELER50, CHRIS	\$75.46	\$75.46	\$0.00	\$0.00
> <u>review</u>	LVCH	CT090505_L01	APPROVED		05/09/05	TRAVELER50, CHRIS	\$176.99	\$176.99	\$0.00	\$0.00
> review	LVCH	CT250505_L01	APPROVED		05/25/05	TRAVELER50, CHRIS	\$88.65	\$88.65	\$0.00	\$0.00
> review	LVCH	CT010605_L01	APPROVED		06/ <b>N</b> C	ote: All th	nese	docu	ment	s are
> review	VCH	CTSANDIEGOCA060605_V01	APPROVED		06/ W2	uiting to b	oe sta	ampe	ed app	prove
> review	VCH	CTATLANTAGA060605_V01- 04	APPROVED		06/06/05	TRAVELER50, CHRIS	\$1,005.97	\$1,005.97	\$0.00	\$0,00
> review	VCH	CTSANFRANCISC061305_V01	APPROVED		06/13/05	TRAVELER50, CHRIS	\$743.90	\$743.90	\$0.00	\$0.00
	VCH	CTDENVERCO062005_V01	APPROVED		06/20/05	TRAVELER50, CHRIS	\$675.19	\$675.19	\$0.00	\$0.00
> review										



Document List

Document Details Route/Sign

Adjustments Setup Print

Preview

Pre-Audit

Other Auths.

Digital Signature

### **Preview Trip**

Review the details for this trip below. When you have fir

The approving official will be taken through the preview page.

Overall Starting Point Time Zone: EST (06)

Itinerary: Leave From: RES: WASHINGTON, DC

Leave:

19-Sep-05

Comments to the Approving Official:

Comments to the Travel Agent:

Location 1 - ATLANTA, GA Time Zone: EST (06)

Itinerary:

Leave From:

RES: WASHINGTON, DC

TDY Location:

ATLANTA,GA

Arrive:

19-Sep-05 23-Sep-05

Leave:

Air Travel:

Carrier:

Delta Air Lines Inc. (DL)

Flight:

320

Fare:

\$209,30

Airport Passenger facility charge included in ticket price.

Depart:

DCA-Washington, Dc (Usa) (National

Apt)

19-Sep-05 9:05AM

Arrive:

ATL-Atlanta, Ga (Usa) (Hartsfield

Int'L.

19-Sep-05 10:54AM

Method of

GOVCC

Reimbursement:

Air Travel:

Carrier:

Airtran Airlines (FL)

1790

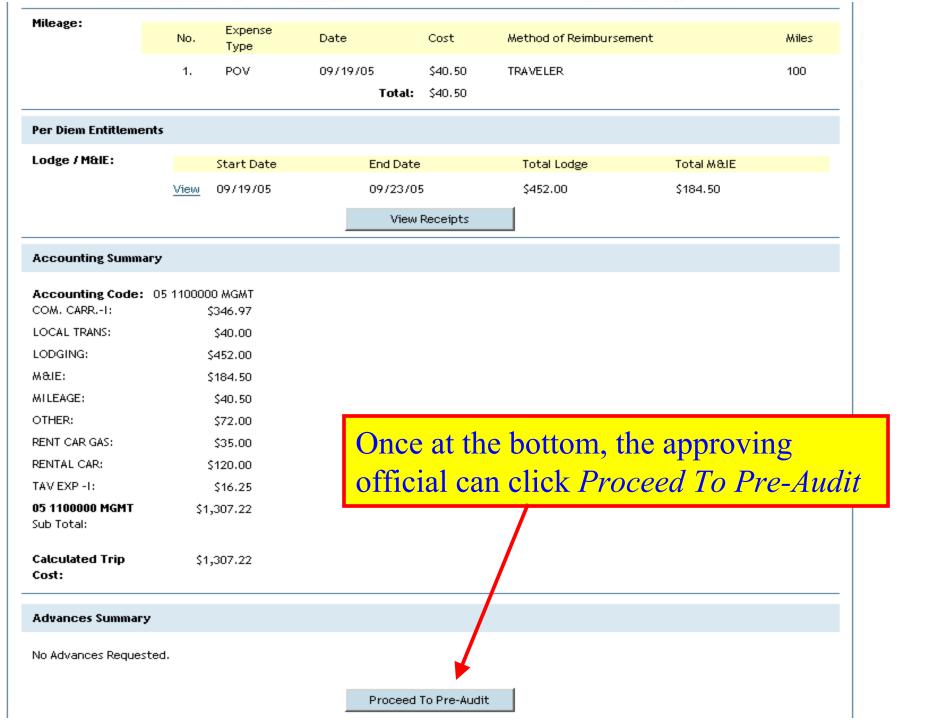
Flight: Fare:

\$137.67

Airport Passenger facility charge included in ticket price.

Comments to the

Travel Agent:





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Digital Signature

## Pre-Audit Trip

Below are any items that were "flagged" for this trip.

2 Items have been Flagged in this Trav

The approving official will review the justifications given for any audit fails.

Then click Proceed To Digital Signature

#### 1. Reason Flagged

→ NON-CONTRACT FARE

#### **Item Description**

NON-CONTRACT FARE USED FOR SEGMENT 3

#### 2. Reason Flagged

→ NON-CONTRACT FARE

#### **Item Description**

NON-CONTRACT FARE USED FOR SEGMENT 2

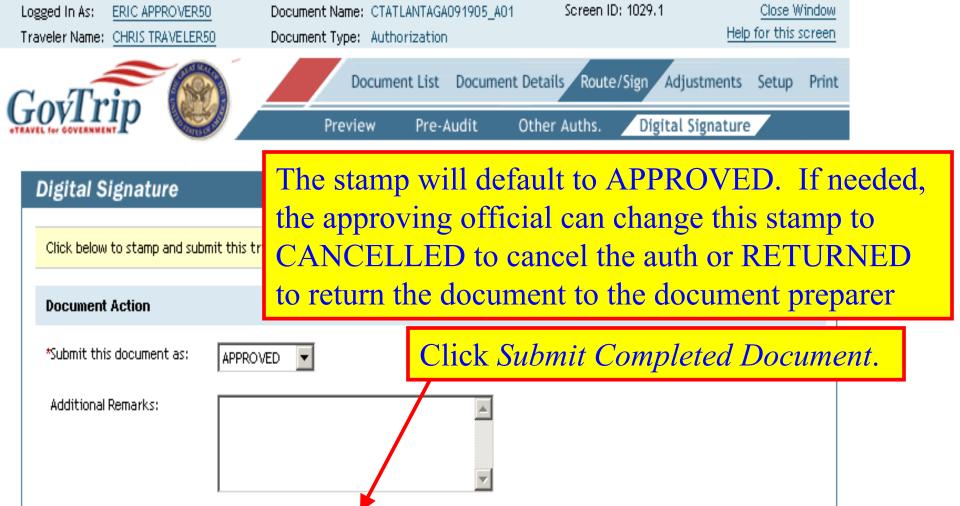
#### Justification to Approving Official

(C3) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals and related expenses. NOTE: This exception does not apply if the contract carrier(s) offers a comprable fare and has seats available at the fare, or if the lower fare offered by a non-contract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or government travel card, e.g., YDG, MDG, QDG, VDG and similar fares.

### Justification to Approving Official

(C3) A non-contract carrier offers a lower fare available. to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals and related expenses. NOTE: This exception does not apply if the contract carrier(s) offers a comprable fare and has seats available at the fare, or if the lower fare offered by a non-contract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or government travel card, e.g., YDG, MDG, QDG, VDG and similar fares.

### Proceed To Digital Signature



Submit Completed Document

Logged In As: <u>ERIC APPROVER50</u>
Traveler Name: CHRIS TRAVELER50

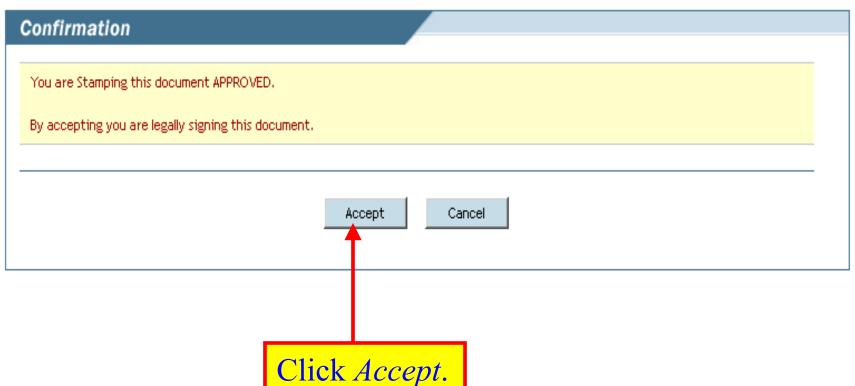
VER50 Document Name: CTATLANTAGA091905\_A01

Document Type: Authorization

Screen ID: 1152.1

Close Window Help for this screen





Logged In As: <u>ERIC APPROVER50</u>
Traveler Name: CHRIS TRAVELER50

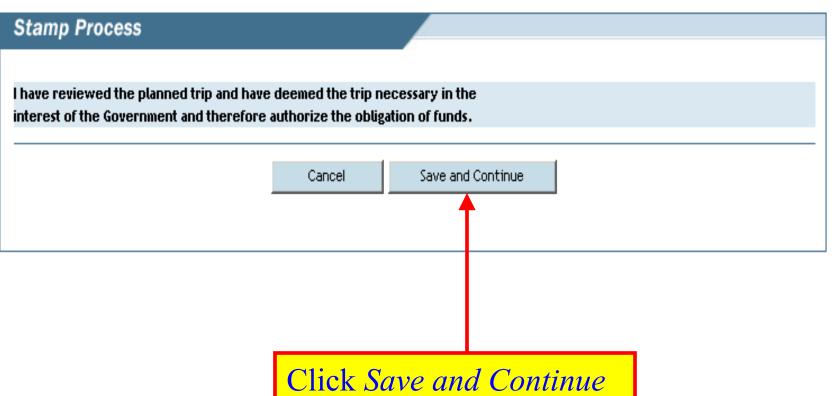
C APPROVER50 Document Name: CTATLANTAGA091905\_A01

Document Type: Authorization

Screen ID: 1055.1

Close Window Help for this screen





Logged In As: ERIC APPROVER50 Screen ID: 1142.1

Document Type: Authorization

Close Window Help for this screen



# Stamping Result

Traveler Name: CHRIS TRAVELER50

Document Name: CTATLANTAGA091905\_A01

Document Type: AUTH

SSN: \*\*\*\*\*2250

Desired Stamping Action: APPROVED

Actual Stamping Status: PASS - Document was stamped APPROVED.

Close

This is a stamping results screen. Click *Close*.

Screen ID: 1026.1

Close Window

Help for this screen



Document List Document Details Route/Sign Adjustments Setup Print

Documents in Routing Complete Documents

# Documents in Routing

Following is a list of documents t for additional tasks.

You are now back at the *Documents In* Routing list. To view any documents approved in the past by this approving official, you can look in the Completed Documents.

ar at the top

Review	Sort by Type	Sort by Document	Awaiting Status	Days Left	Sort by Dep Date	Sort by Traveler	Total Cost	Net to Trav	Adv Requested	Max Adv Allowed
> <u>review</u>	LVCH	CT120405_L01	APPROVED		04/12/05	TRAVELER50, CHRIS	\$75.46	\$75.46	\$0.00	\$0.00
> <u>review</u>	LVCH	CT090505_L01	APPROVED		05/09/05	TRAVELER50, CHRIS	\$176.99	\$176.99	\$0.00	\$0.00
> review	LVCH	CT250505_L01	APPROVED		05/25/05	TRAVELER50, CHRIS	\$88.65	\$88.65	\$0.00	\$0.00
> <u>review</u>	LVCH	CT010605_L01	APPROVED		06/01/05	TRAVELER50, CHRIS	\$192.83	\$192.83	\$0.00	\$0.00
> <u>review</u>	VCH	CTATLANTAGA060605_V01- 04	APPROVED		06/06/05	TRAVELER50, CHRIS	\$1,005.97	\$1,005.97	\$0.00	\$0.00
> <u>review</u>	VCH	CTSANDIEGOCA060605_V01	APPROVED		06/06/05	TRAVELER50, CHRIS	\$1,293.43	\$1,293.43	\$0.00	\$0.00
> <u>review</u>	VCH	CTSANFRANCISC061305_V01	APPROVED		06/13/05	TRAVELER50, CHRIS	\$743.90	\$743.90	\$0.00	\$0.00

ERIC APPROVER50

Screen ID: 1026.2

Close Window Help for this screen



Logged In As:

Document List

Document Details

Route/Sign Adjustments

Documents in Routing

Complete Documents

## **Complete Documents**

Following is a list of documents that were routed to you for review and signature. Select a document to review and use the navigation bar at the top for additional tasks.

Review	Sort by Type	Sort by Document	Sorted by Awaiting Status	Days Left	Sort by Dep Date	Sort by Traveler	Total Cost	Net to Trav	Adv Requested	Max Adv Allowed
> <u>review</u>	AUTH	CTCOLUMBUSOH052005_A01	**COMPLETE**		05/20/05	TRAVELER50, CHRIS	\$175.75	\$175.75	\$0.00	\$0.00
> review	AUTH	CTATLANTAGA091905_A01	**COMPLETE**		09/19/05	TRAVELER50, CHRIS	\$1,307.22	\$1,307.22	\$0.00	\$0.00
> review	VCH	CTATLANTAGA060605_V01- 03	**COMPLETE**		06/06/05	TRAVELER50, CHRIS	\$955.97	\$955.97	\$0.00	\$0.00

Now you can see the authorization that was just approved.